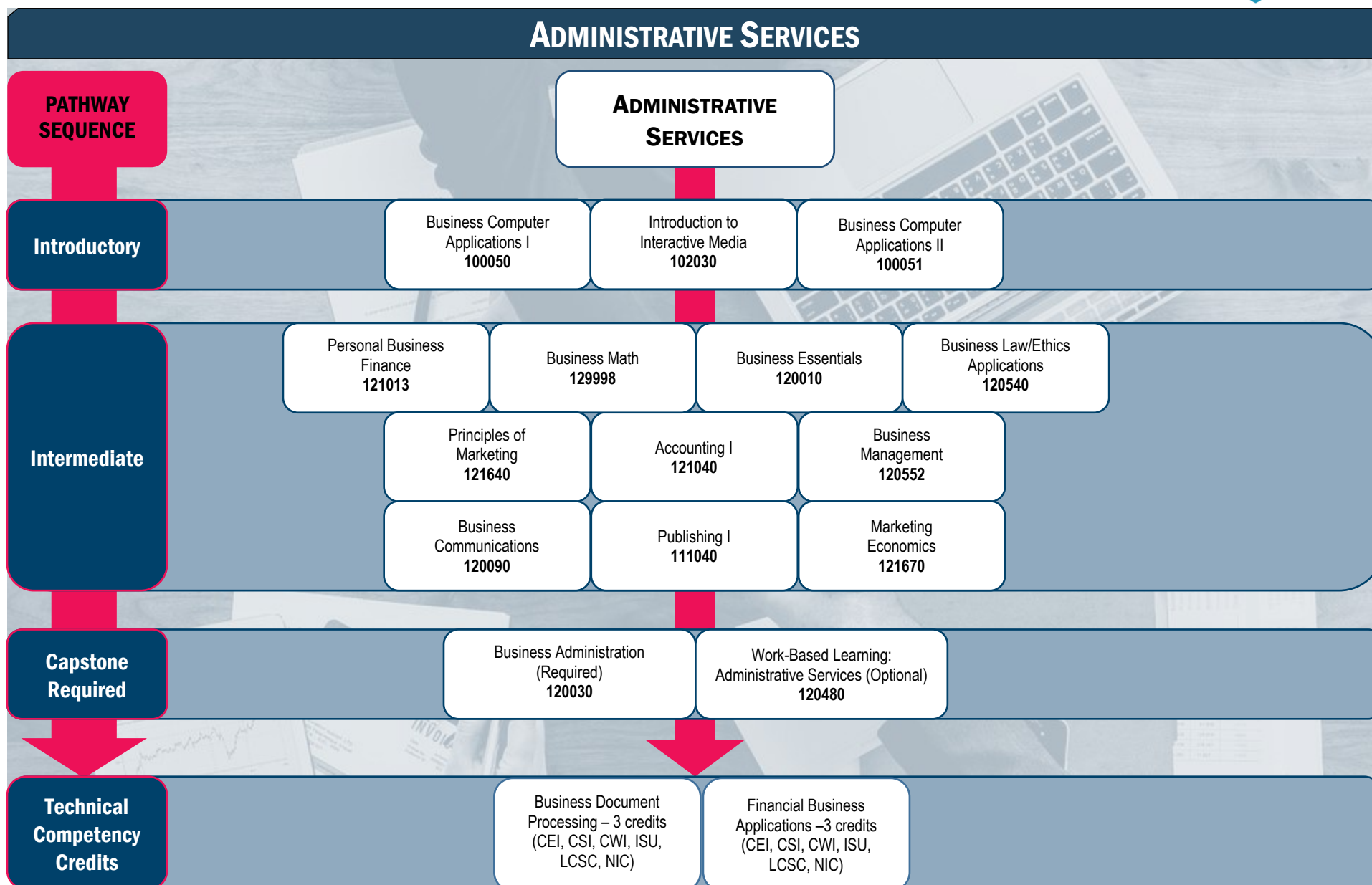


Idaho Business & Marketing

Administrative Services Secondary Pathway Sequence



PATHWAY RESOURCES — ADMINISTRATIVE SERVICES

Program Requirements

Approved Assessments

Administrative Services
CTECS-Admin Services

Program Standards

Administrative Services

Endorsements for Pathway

1010 Marketing (6-12)
1087 Hospitality Management (6-12)
4012 Administrative Services (6-12)
4015 Business Management/Finance (6-12)
4017 Business Management (6-12)
4022 Digital Communications (6-12)
4024 Information/Communication Tech (6-12)
4077 Applied Accounting (6-12)
9092 Marketing Technology Education (6-12)
9093 Business Technology Education (6-12)

Advanced Opportunities (if not in Imagine Academy)

Microsoft Office Specialist

- Access
- Excel
- OneNote
- Outlook
- PowerPoint
- Word
- SharePoint



A.S.K Fundamentals of Business Concepts
A.S.K. Fundamentals of Ethics



SkillStack® Badges



Administrative Services

TCC-Business Document Processing Course: 3 Credits

Keyboarding
Word Processing Skills Formatting & Creating Business Documents
Manage Electronic File Storage Systems



TCC-Financial Business Applications Course: 3 Credits

Ten-Key
Banking Concepts
Payroll & Payroll Taxes
Retail Computations
Time Value of Money



Career and Technical Student Organizations

Business Professionals of America (BPA)

Website <http://www.idahobpa.org>



Mission To contribute to the preparation of global professionals through the advancement of leadership, citizenship, academic, and technological skills.

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Website <https://www.idahodeca.org/>



Mission DECA prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management in high schools and colleges around the globe.

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